

**ADMINISTRATION OF DAMAN AND DIU(U.T.)
DIRECTORATE OF MEDICAL & HEALTH SERVICES,
Government Hospital, Daman**

No.GHD/DD/TENDER-STATIONERY/2013-14/3501 Dated: 28.11.2013

TENDER NOTICE

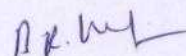
Sealed Tender under two bid system are invites on behalf of President of India by the Medical Superintendent, Government Hospital,Daman from the registered supplier/dealer/manufacturer for supply of following items for the use in this Government Hospital,Daman

Sr.No.	Description of items	Estimated Cost	EMD(in the form of FDR)	Tender Fess (Non refundable)
1	Supply of Stationery Articles	Rs.4,00,000/-	Rs.12,000/-	Rs.1000/-

The tender is to be submitted in two bid system, each of which is required to be submitted in separate envelope. The Technical bid should contain all documents, pertaining to technical specification with catalogue including tender from for technical offer required EMD super scribing on the envelopes as "Sealed Cover No.1 Technical Bid. The Financial Bid should only contain Schedule of rate and relevant information, per scribing on the envelopes as "Sealed Cover No.2 Financial Bid. The tender should reach to this office of the Medical Superintendent, Government Hospital,Daman on or before 10.12.2013 up to 13.00 hrs and the Technical bid will be opened on the same day at 15.00 hrs. if possible before the purchase Committee and in the presence of tenderers/representative of tenderer if any. The above mentioned EMD in form of FDR of Nationalized/Schedule Bank to be drawn in favour of Medical Superintendent, Government Hospital,Daman payable at Daman Branch is to be submitted along with tender

The supplier should mentioned the product name in the price bid and also to produce sample of the stationery articles at the time of opening of technical bid and if the sample are found inferior quality then financial bid will not open to the respective agencies.

The Medical Superintendent, Government Hospital,Daman is reserves rights to accept or reject any in part or whole without assigning any reason.



(Dr.B.,R.Chand)
Medical Superintendent,
Government Hospital,Daman

**ADMINISATRATION OF DAMAN and Diu,
O/O The Medical Superindenedent,
Government Hospital,Daman
TERMS AND CONDITIONS FOR SUPPLY OF STATIONERY ARTICLES.**

Tender Notice No. GHD/DD/TENDER-STATIONERY/2013-14/ 3502

Dated:- 28.11.2013.

Instruction to Bidders :

1. The rate(s) quoted should be strictly for free delivery at F.O.R. Government Hospital,Daman and will be valid and operative for supply orders issued on or before 31/3/2012 and should not be more than MRP
2. All Taxes/ Duties/ Royalties charges payable on sales/transport etc. within and / or outside the UT / State shall be payable by the supplier.
3. Where specification / mark/ manufacture are not specifying by this office, the rates should be quoted only for the first class and standard quality only.
- 4 The tenderer should specify the name of the manufacturer and complete specification for the items quoted by him along with catalogue of the item to be submitted in the Technical bid.
5. The decision of the Tender Inviting Officer acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
6. (a) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, that may be order, as the amount of security deposit.
(b) Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
(c) However in case if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the supplier will be recovered from the bills for such articles.
7. The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer(s) as per condition No. 7 above.
8. The tender should be neatly typed or hand written only on list provided by this department / letterhead carry the name of supplier and the signature of the tenderer with rubber stamp & seal of agency firm. No overwriting, correction or erasure will be considered.
9. All bills should be in TRIPLICATE and should invariably mention the number and date of supply order.
10. All bills for amount above 5000/- should be pre-receipted on a Revenue Stamp of ` 1/- . Bills for amount exceeding 5000/- not pre-receipted will not be accepted for payment.
11. Each bill in which Sales Tax/Vat is charged must contain the following certificate on the body of the bill.

"CERTIFIED that the goods on which Sales Tax/VAT has been charged have not been exempted under the VAT/ Central Sale Tax Act or the Rules made there under and the amount charged on account of VAT/Sales Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under".
- 12 The tender will be accepted during working hours up to 10.12..2013 at 13.00 hrs. and opened on same day at 15.00 hrs. if possible in the office of the Medical

Superintendent, Government Hospital, Daman in the presence of the Purchase Committee and tenderer(s) or their representative(s) if present

13. The Tenders will be opened by the Tender Opening Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.

14. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

15. If the tenderer whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.

16. In case, the supplier does not execute the supply order placed with him, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.

17. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose

Condition of contract

1. The rates should be quoted in the prescribed form given by the department. The rates quoted should be inclusive of all taxes, duties, surcharges, cess, freight, loading, unloading, insurance, road permits, packing, (VAT and other taxes if applicable) as applicable. No extra taxes will be given.

2. Orders once placed should be delivered within the given time period and item should be door delivered.

3. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.

4. The rates should be quoted only for the items specifies in the list of requirement and should be for the items of given special mark/manufacture. only would be considered.

5. Rates quoted for items other than the required specification / mark / manufacture will not be considered.

6. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above `200/-) drawn on an branch of State of India or its subsidiary Schedule Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.

7. Only on satisfactory completion of the supply order for and on payment of all bills of the supplier, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.

8. The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good any loss to the Government on account of his failure to abide by the time limit.

9. The supplies of **STATIONERY ARTICLES** of inferior quality standard or of different specifications, content, brand, manufacturer etc. other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier has to replace the same at his own cost and risk. Intimation of non-acceptance of any stores, stationery items will be sent to the supplier within 10 days from the date of receipt of the stores and the same will be returned to the supplier at his own cost and risk, if he so desires and

22. Tenderer should enclose along with tender an amount of ` 5000/- (Rupees Five Thousand Only) as Earnest Money Deposit in form of DD/ Fixed Deposit Receipt of any Nationalized Scheduled Bank payable at Daman in favour of Director, Medical & Health Services, Daman. The EMD Submitted other than Form mentioned above will not be accepted. Tender received without EMD will be summarily rejected.

23. The tender should furnish declaration regarding Blacklisting/Debarring to participate in the Government tender on the letter head. If the information provided found false the tender will be rejected and EMD shall be forfeited.

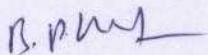
24. The Tenders will be opened by the Purchase Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.

25. Supply quantity of the stationery articles will be given as per day to day requirement and successful supplier shall visit once in a week in order to collect the supply order.

26. The tendered quantity is tentative and the actual purchase can be 20% less or more than the quantity put to tender for all items and the tenderer is bond to supply such requirement without any demur.

27. The tendering firm must be registered with the Sales Tax /VAT department and a copy of their registration under the Sales Tax / VAT bearing the TIN Number be provided.

28. The terms and conditions dully accepted and signed by the tenderer should attached with the Technical Bid.


Signature & Designation (Dr. B.R.Chand)
of Tender Inviting Officer Medical Superintendent0,
Government Hospital,
Daman

The above terms and conditions are accepted and are binding to me/us.

Place: Signature of Tenderer & status
Dated: Name of Tenderer with seal of
the firm

NOTE: Please return one copy of these terms and conditions
dully sign with seal of firm along with the tender

**ADMINISTRATION OF DAMAN AND DIU
OFFICE OF THE MEDICAL SUPERINTENDENT
GOVT. HOSPITAL, DAMAN**

REQUIREMENT OF STATIONERY ITEMS

Sr. No.	Name of items	Mfg. co.	Unit/ Rate	Product name	Rate
1	Xerox paper F/s Size 75gsm (500 Sheets/pkt)	Bilt,Modi,HP,J.K Copies or Equivalent	1 Ream		
2	Xerox paper A4 size 75 gsm (500 Sheets/pkt)	Bilt,Modi,HP,J.K Copies or Equivalent	1 Ream		
3	Clip file	Standard Company	Per Dozen		
4	Spring file	Standard Company	Per Dozen		
5	Box file	Apsara,Dilip,Vikas Anupam Or Equivalent	Per Dozen		
6	Cover file	Standard Company	Per Dozen		
7	White thread for file	Standard Company	Per Bundle		
8	Red/Green Thread for noting sheets	Standard Company	Per Bundle		
9	Punching machine – big (Jumbo)	Kangaro,Classic, Max Munix or Equivalent	Per No.		
10	Punching machine – medium	Kangaro,Classic, Max Munix or Equivalent	Per No.		
11	Stapler Machine – No. 10	Kangaro,Classic, Max Munix or Equivalent	Per No.		
12	Stapler machine – No. 45	Kangaro,Classic, Max Munix or Equivalent	Per No		
13	Stapler Pin No. 10 (20x50)	Kangaro,Classic, Max Munix or Equivalent	Per box		
14	Stapler Pin No. 24/6 (20x50)	Kangaro,Classic, Max Munix or Equivalent	Per box		
15	Noting sheet thick quality	Standard Company	1 Ream		
16	White ink pen	Standard Company	Per No		
17	Rubber band (250 Gms)	Standard Company	Per No		
18	Permanent Marker pen (CD Writer) (Blue/Black/Red)	Camlin,Luxor Sticks,Kores Or Equivalent	Per Nos		
19	Sketch pen	Standard Company	Per pkt		
20	Highlighter pen	Standard Company	Per Pkt		
21	Gum bottle 500 ML.	Standard Company	Per no		
22	Pin holder	Standard Company	Per no		
23	Cello tape (2" and 3")	Wonder,cello,pri me Tape or Equivalent	Per No		
24	Brown tape (2" and 3")	Wonder,cello,pri me Tape or	Per No		

		Equivalent			
25	Writing pad 50 Pages	Standard Company	Per No		
26	Fevi Stick (Glue stick) 22 G.	Standard Company	Per No		
27	I pin	Lions, Grip, Rolex, Regular Or Equivalent	Per box		
28	U pin (20 Pkt in 1 box)	Standard Company	Per pkt		
29	File binder 2 Flap	Standard Company	Per No		
30	File binder 4 flap	Standard Company	Per No		
31	Ruler / Scale 12 Inch.	Standard Company	Per No		
32	Register 1 Q lager paper	Rajat, Dilip, Anupam, Jagruti, Or Equivalent	Per No		
33	Register 2Q lager paper	Rajat, Dilip, Anupam, Jagruti, Or Equivalent	Per No		
34	Register 3Q lager paper	Rajat, Dilip, Anupam, Jagruti, Or Equivalent	Per No		
35	Register 4Q lager paper	Rajat, Dilip, Anupam, Jagruti, Or Equivalent	Per No		
36	Register 5Q lager paper	Rajat, Dilip, Anupam, Jagruti, Or Equivalent	Per No		
37	Register 6Q lager paper	Rajat, Dilip, Anupam, Jagruti, Or Equivalent	Per No		
38	Register 8Q lager paper	Rajat, Dilip, Anupam, Jagruti, Or Equivalent	Per No		
39	Pencil (10 x 1 Box)	Nataraj, Camel, or Equivalent	Per box of 12		
40	Rubber (Eraser)	Nataraj, Camel, or Equivalent	Per box of 12		
41	Stamp pad 110 mm x 69 mm	Nataraj, Camel, or Equivalent	Per no		
42	Paper Cutter	Standard Company	Per no		
43	Ball pen	Standard Company	Per Dozen		
44	Numbering ink Black	Standard Company	Per No		
45	Colour flag (4 colour size 1"x4" (4x100 sheets)	Post-it, stick cello or Equivalent	Per pkt		
46	Stamp pad ink Blue and black	Standard Company	Per no		
47	Envelopes size : 7x5 white	Standard Company	Per 100		
48	Envelopes size : 9x4 white	Standard Company	Per 100		
49	Envelopes size : 11x5 white	Standard Company	Per 100		
50	Envelopes Plastic coated 12x9	Standard Company	Per 100		
51	Envelopes Plastic coated 14x9	Standard Company	Per 100		
52	Envelopes Plastic	Standard Company	Per 100		

	coated 10 ½ x 9				
53	Pocker	Standard Company	Per no		
54	Fevicol 200 gm Tin	Standard Company	Per no		
55	Envelopes file size (Cloth liner)	Standard Company	Per no		
56	Pencil Carbon paper Blue	Kores, Royal, Camlin or Equivalent	Per box		

B. P. 11/11/11